

**BRIEF DESCRIPTION OF POSITION:**

Under the direction of the Director of Learning Support Services, perform a variety of activities in support of various Data Reporting systems, including California Longitudinal Pupil Achievement Data System (CALPADS), and Student Information Systems (SIS) functions and transactions; prepare, maintain, process, validate and reconcile various data sets, forms, records and reports.

**STATEMENT OF TYPICAL DUTIES:**

- a. Perform a variety of activities in support of various databases and reporting systems, including CALPADS/SIS (or current equivalent) functions and transactions;
- b. Compile, assemble, verify and process a variety of student and teacher data and information; validate and resolve data issues in an accurate and timely manner. Clearly and accurately identify, analyze, and resolve problems with District data elements related to Mandated Reporting and other software applications, including SIS;
- c. Prepare, print, distribute, collect, sort, file, screen and process various forms and documents related to assigned systems; verify various student and teacher information; review forms for accuracy and completeness; identify errors and make corrections as needed.
- d. Establish and maintain a variety of student and teacher files, databases and records according to established policies and procedures;
- e. Process and update records information, input and update Mandated Reporting data and information in assigned computer systems / databases of record;
- f. Establish and maintain automated records and files;
- g. Initiate queries, develop spreadsheets and generate computerized reports and documents; assure accuracy of input and output data.
- h. Serve as an informational resource to District and State personnel, regarding Mandated Reporting systems and SIS;
- i. Respond to inquiries and provide information concerning related processes, standards, requirements, time lines, policies and procedures.
- j. Read, understand and accurately interpret federal and state policies, procedures, regulations and guidelines and relay technical information to all appropriate personnel;
- k. Perform a variety of clerical duties in support of assigned Mandated Reporting / SIS functions; prepare, distribute and respond to a variety of correspondence; duplicate and distribute materials. Communicate with District personnel, outside agencies and the public to exchange information and resolve issues or concerns;
- l. Operate a variety of office equipment including computer and assigned software, copier, and fax machine.
- m. Train appropriate staff on aspects of Data Reporting/SIS;
- n. Attend mandatory trainings as required by the position;
- o. Follows OUHSD rules, policies, procedures, applicable laws, and standards. Must be flexible to work outside normal business hours. Ability to be a team player and willingness to lend a hand with any projects.
- p. Perform other related tasks and assume responsibilities as may be assigned by proper authority.

**KNOWLEDGE OF:**

- General Data Reporting/SIS office functions, practices and procedures;
- Basic processes, practices and procedures related to assigned Data Reporting/SIS functions; General operations, policies and objectives relating to Data Reporting/SIS activities;
- Methods of collecting and organizing data and information;
- Data control procedures and data entry operations;
- Record-keeping and filing techniques;
- Modern office practices, procedures and equipment;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- Operation of a computer and assigned software;
- Telephone techniques and etiquette;
- Oral and written communication skills;
- Interpersonal skills using tact, patience and courtesy;
- Mathematical calculations.

**ABILITY TO:**

- Perform a variety of activities in support of various Data Reporting/SIS functions and transactions; Prepare, distribute and process various forms, and documents related to Data Reporting/SIS; Compile, verify and assemble data and information;
- Compose correspondence and written materials independently or from oral instructions; Troubleshoot and analyze issues accurately and quickly and adopt effective action plans; Understand and follow oral and written instructions;
- Communicate effectively both orally and in writing to provide support to all levels of users;
- Establish and maintain cooperative and effective working relationships with others;
- Type or input data accurately at an acceptable rate of speed;
- Meet schedules and timelines;
- Complete work with many interruptions;
- Operate a variety of office equipment including a computer and assigned software;
- Work with various file formats for import and export;
- Use complex database systems and applications;
- Work independently;
- Develop processes and procedures;
- Organize, prioritize and schedule work to meet critical deadlines;
- Use initiative and independent judgment within established guidelines and procedures;
- Read, interpret and relay technical information;
- Design and layout effective and efficient data analysis reports to meet users needs;
- Plan and administer user-training sessions;
- Explain and enforce policies and deadlines;
- Prepare and deliver oral presentations, written reports and procedures;
- Compile and analyze data and provide suggestions for improvement;
- Work and recognize the necessity for accurate and precise attention to details;
- Work overtime when needed;
- Attend training, workshops and conferences locally and/or within the state;
- Maintain regular attendance;

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to a Bachelor's degree in information technology, computer science or a related field and experience in data systems and data management (preferred) and/or technical experience working with SIS functions and/or state educational data reporting systems (preferred). Experience with CALPADS or equivalent current reporting systems (preferred).

**PHYSICAL CHARACTERISTICS:**

Must be able to bend, stoop, reach, lift, stand and sit for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to operate office equipment and keyboard; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.

**WORKING CONDITIONS:**

Office and school environment, subject to occasional noise from computer operation, and visual exposure to computer screens.